



D.R.E.A.M., Inc.  
342 Broadway, Suite # 378  
New York City, NY 10013

F: 347.230.8672  
E: info@dream-nyc.org  
W: www.dream-nyc.org

## **Job Description**

Title: Management Associate Intern  
Location: NYC  
Start Date: June 24<sup>th</sup>, 2013  
Position type: Internship  
Compensation: Paid  
Number of roles: 1

### **Functional Area:**

Financial literacy education, teaching, nonprofit management

### **General:**

D.R.E.A.M. (Developing Responsible Economically Advanced Model-Citizens) is a cutting edge, financial education and advocacy 501(c)(3) nonprofit organization committed to empowering underrepresented, urban youth by equipping them with the essential knowledge for life's challenging financial decisions. D.R.E.A.M. is training the next generation of citizens who will foster change within America's urban communities, which will result in a radical shift in the financial practices of America's low-income, urban citizens.

The organization provides workshops, customized instructional sessions, and programs aimed to increase financial literacy knowledge amongst low-income individuals, urban citizens, youth, and young adults.

### **Role:**

This role will report to the Chief Executive Officer and Chief Strategy Officer and will lead various new initiatives for the organization. S/he will ensure the continued development of D.R.E.A.M.'s growth while seeking ways to enhance the existing business. The individual is expected to gain a complex understanding of all aspects regarding nonprofit management from an operational, legal, strategy, and financial reporting perspective.

The selected candidate will also have the unique experience of leading a weekly basic financial literacy course for a group of high school students.

The role is highly visible within the organization and requires working cross functionally with all levels of management. This is not a typical internship with coffee fetching and an abundance of administrative tasks. S/he will be expected to make meaningful, daily contributions to the business.

### **Specific responsibilities:**

- Create and manage database with information for new partnerships and potential financial donors
- Contribute bi-weekly posts for the D.R.E.A.M. blog
- Learn D.R.E.A.M. educational curriculum and lead summer sessions for high school students
- Ad-hoc assignments per the needs of the business

### **Qualifications:**

- Demonstrated interest in financial literacy, nonprofit, education, and urban youth



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- Previous work experience (part-time or internship)
- Sophomore, Junior, or Senior at a top tier college or university
- Experience with Microsoft Office (Excel, PowerPoint, Word, Publisher)
- Strong communication skills (oral and written)
- Ability to communicate mundane topics in engaging manner
- Out-of-the-box thinker

### **Company Description:**

Founded in 2009 by Jalen Thompson and Femi Faoye, two individuals born and raised in urban areas of New York City, D.R.E.A.M. aims to provide youth with financial skills that will eventually lead to the eradication of the current wealth gap between low-income, urban citizens and the broader American population. Although this task may seem daunting, D.R.E.A.M.'s unique curriculum develops and engages students through relevant, hands-on education. Upon completion, graduates of the program will begin leading financially prudent lives and share this newly acquired knowledge with members of their community, thus inspiring change.

If you'd like to learn more, please visit us at [www.dream-nyc.org](http://www.dream-nyc.org) or email us at [info@dream-nyc.org](mailto:info@dream-nyc.org).